

Restrictions on Enrollment while on Probationary Status – No student on probation should enroll for more than 15 credits during a semester, without permission of the Vice President for Learning.

Scholastic Suspension – Students enrolled for a semester on probation are suspended when both the semester GPA and cumulative GPA are below 2.0. The first suspension from San Juan College will be for one semester. The second suspension from San Juan College will be for one calendar year. The third and subsequent suspensions will be for a calendar year.

Effect of Summer Attendance – Students may attend summer session at San Juan College after a spring suspension if the suspension is for one semester and summer enrollment is approved by the Director of Admissions and Records. Students suspended at the close of the spring semester may have their suspension rescinded if they attend the following summer session at San Juan College and raise their cumulative GPA to 2.0 or better. Poor performance during the summer can extend the suspension to a full year. Course work taken at other institutions has no effect upon the student's suspension.

Choice of Catalog

The application form for a degree or certificate requires a student to specify the catalog year listing degree or certificate requirements. A student may specify choice of the catalog of first admission to San Juan College in a regular admission status or any subsequent catalog, provided the selected catalog is not more than four years old when degree or certificate requirements are completed, and provided the student has been in continuous enrollment (not out of school for two consecutive semesters, fall or spring). In special cases, individual requests for waiver consideration of the catalog rule can be made to the Director of Admissions and Records. Courses showing "AU," "W," "X," or "F" for final grade will not count as a semester attended for catalog choice calculation. The student **MUST** meet the requirements in one specific edition of the SJC catalog to earn a certificate or degree. If the student does not indicate a catalog on the degree/certificate application, the current catalog will be used to determine eligibility.

Employer-Based Programs

San Juan College awards credit for approved courses taught at designated training sites. This agreement enables employees to earn an associate of applied science degree from San Juan College provided

they meet all program requirements. At the present time, only current employees of San Juan County law enforcement agencies, Arizona Public Service, and Public Service Company of New Mexico can participate in the Employer-Based Program degree offerings. These programs are NOT approved or eligible for financial aid.

The College helps develop curricula and flexible class scheduling for all approved programs and courses. The College allows employees to challenge courses as prescribed in the San Juan College catalog. The college offers Cooperative Education option credits to all students of Employer-Based Programs. This is a tremendous benefit available to employees who choose to participate and it allows San Juan College the opportunity to award credit for quality education off-campus. Contact School of Trades and Technology (505) 566-3339.

Graduation

Application for Degree or Certificate

Degree or certificate candidates are required to file an application for each degree or certificate sought. Application forms are available from the Office of Admissions and Records. Forms must be completed by these dates:

- F – Fall Semester: November 1
- SP – Spring Semester: January 31
- SS – Summer Session: June 15



If the deadlines for filing fall on the weekend, students will have until 4:00 p.m. the following business day to submit their graduation application. Students who apply for summer graduation prior to the January 31 deadline will appear in the program and publication for spring graduation and may participate in graduation ceremonies as summer candidates.

If students apply for summer graduation after the January 31 deadline, their name may not appear in the graduation program. Graduates' diplomas will be printed and mailed approximately one month after the end of the session. When the application is received, an evaluation will be completed by the Office of Admissions and Records. If it is uncertain as to whether the student has met the degree/certificate requirements, the Director of Admissions and Records and the Academic Dean will make the final determination. Only documentation on file in the student's record folder and current registration records will be used in this evaluation. It is the student's responsibility to make sure all previous college transcripts have been received and evaluated, substitution/waivers have been received and the correct major is on file in the Office of Admissions and Records. The student will be notified in writing of the outcome of this evaluation. Students are encouraged to apply for graduation one semester prior to the semester in which they expect to graduate.

Students participating in the graduation ceremony must purchase a cap and gown at the bookstore. The deadline for purchase is January 31.

Issue of Degree or Certificate

Certification of final approval for a degree or certificate will be placed on the student's official record at the end of the semester when all requirements have been completed and final grades certified.

Degree and certificate documents are mailed to students approximately one month after the semester concludes when all final grades are certified and all financial records are cleared.

A student must have a cumulative grade point average of "C" or above for all course work completed at San Juan College, must have a minimum grade point average of 2.0 for all courses counted toward the degree or certificate, and must meet all minimum course grade requirements as set forth in this catalog for the specific degree or certificate sought.

Students who apply to receive a degree or certificate

for any major area of study must earn a grade of "C" or higher in each core departmental course counted towards the degree or certificate.

Special Topics Courses: No more than six credit hours of Special Topics courses may count towards an associate of arts or associate of science degree. Special Topics credits may be applied only as electives in fulfilling the requirements for an associate degree unless approved by the appropriate dean to substitute for a required general education course.

For most associate of arts degrees, vocational credit hours will not count as electives for transfer to a four year college or university; however, they can be used to earn an associate of arts degree from San Juan College.

Transfer students seeking a degree or certificate from San Juan College must complete the last 15 semester hours of that degree at San Juan College. Exceptions may be approved by contacting the Director of Admissions and Records.

Documentation

All change of status, transfer credit evaluations, substitution/waiver requests, course challenges, "I" grade removals, and other actions which apply to individual student records must be complete and on file at the time the application for degree/certificate is processed. Missing documents not on file by April 1 will cause the applicant to forfeit his/her eligibility to participate in the May graduation ceremony. All substitution or waiver requests will originate with the appropriate school and be forwarded for approval. Failure to do so will result in the application being rated and denied for lack of minimum graduation requirements.

Attendance at Commencement

The Director of Admissions and Records certifies eligibility to participate in commencement exercises held at the close of the spring semester. Eligible candidates for the spring semester or summer session and degree or certificate recipients from the previous fall semester may participate in the ceremony.

